

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

8800 Cal Center Drive
Sacramento, California 95826

Wesley Chesbro, Chairman
Michael Frost, Member
Jesse Huff, Member



Thursday, July 9, 1992
1:30 p.m.
meeting of the

ADMINISTRATION COMMITTEE

of the
CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

8800 Cal Center Drive
Sacramento, CA 95826

AGENDA

Note: o Agenda items may be taken out of order.
o If written comments are submitted, please provide 20
two-sided copies.

Important Notice: The Board intends that Committee Meetings will constitute the time and place where the major discussion and deliberation of a listed matter will be initiated. After consideration by the Committee, matters requiring Board action will be placed on an upcoming Board Meeting Agenda. Discussion of matters on Board Meeting Agendas may be limited if the matters are placed on the Board's Consent Agenda by the Committee. Persons interested in commenting on an item being considered by a Board Committee or the full Board are advised to make comments at the Committee meeting where the matter is considered.

1. CONSIDERATION OF CONTRACTS AND INTERAGENCY AGREEMENTS
2. VACANCY STATUS UPDATE
3. CONSIDERATION OF INTERAGENCY AGREEMENT WITH THE BOARD OF
EQUALIZATION FOR COLLECTION OF TIRE RECYCLING FEES FOR
FISCAL YEAR 1992-93
4. OPEN DISCUSSION

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5. ADJOURNMENT

Notice:

The Committee may hold a closed session to discuss the appointment or employment of public employees and litigation under authority of Government Code Sections 11126 (a) and (q), respectively.

For further information contact:
INTEGRATED WASTE MANAGEMENT BOARD
8800 Cal Center Drive
Sacramento, CA 95826

Joanne Vorhies
(916) 255-2156

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
Meeting Agenda
July 9, 1992

AGENDA ITEM # 2

ITEM: Updated Vacancy Status Report

BACKGROUND:

This report reflects the new California Integrated Waste Management Board organizational structure.

ANALYSIS:

This report is presented as an information item. The report shows 51 permanent full time position vacancies; 1 permanent half-time position vacancy; 5 limited term full time position vacancies, for a total of 56.5 vacant budgeted positions including 3 administratively established positions.

STAFF COMMENTS:

Staff are available to answer questions.

Prepared by: Alice Adams *ada*

Phone: 255-2242

Reviewed by: Donna Hansen *dh*

Phone: 255-2247

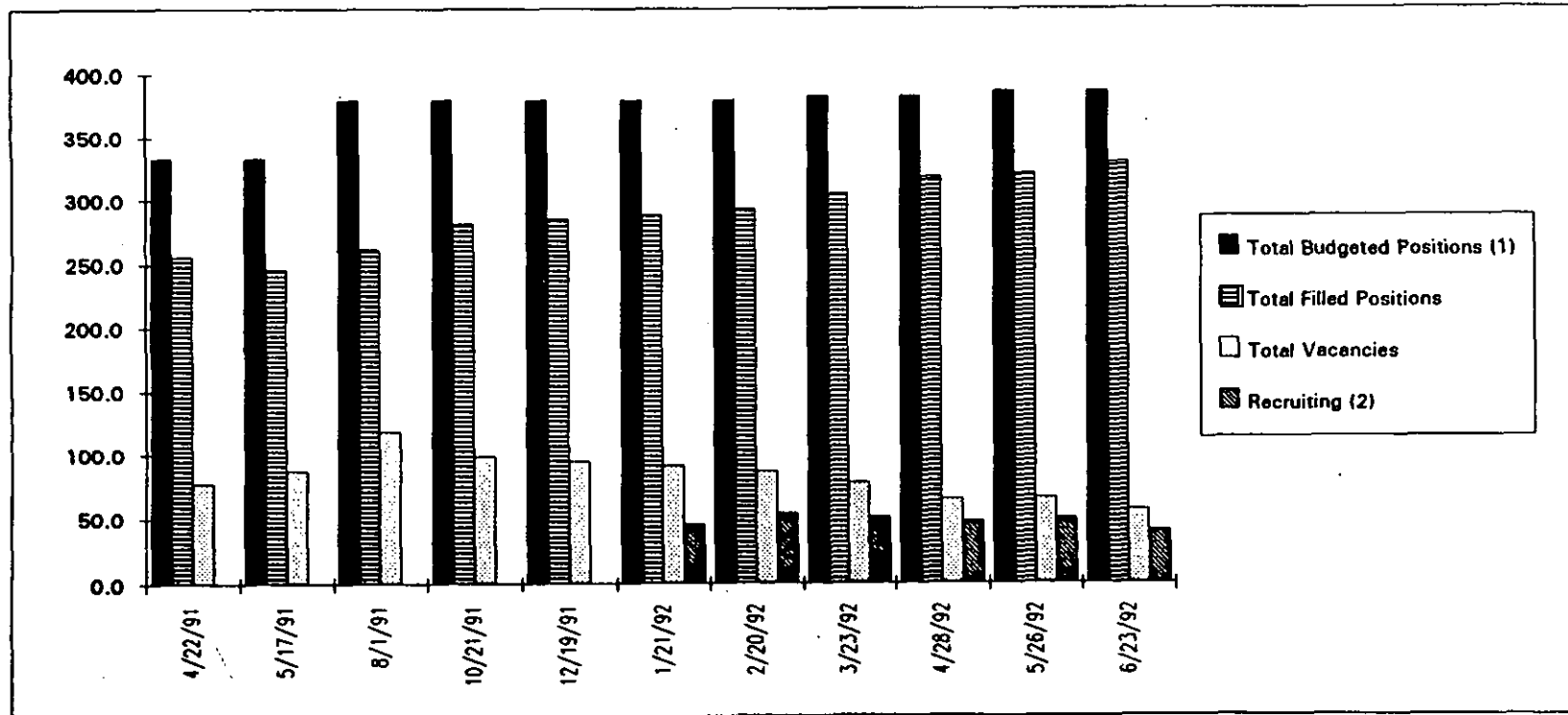
Legal Review Not required Date/Time: _____

ADMINISTRATION COMMITTEE

July 9, 1992

**CIWMB
Vacancy Status Report**

Report Date	<u>4/22/91</u>	<u>5/17/91</u>	<u>8/1/91</u>	<u>10/21/91</u>	<u>12/19/91</u>	<u>1/21/92</u>	<u>2/20/92</u>	<u>3/23/92</u>	<u>4/28/92</u>	<u>5/26/92</u>	<u>6/23/92</u>
Total Budgeted Positions (1)	333.0	333.0	379.5	379.5	379.5	379.5	379.5	382.5	382.5	386.5	386.5
Total Filled Positions	256.0	246.0	261.5	281.5	285.5	288.5	293.0	305.0	318.0	321.0	330.0
Total Vacancies	77.0	87.0	118.0	98.0	94.0	91.0	86.5	77.5	64.5	65.5	56.5
Recruiting (2)	0.0	0.0	0.0	0.0	0.0	45.5	54.0	51.0	47.5	49.5	40.5



(1) Budgeted Positions, 333.0 FY 90-91; Budgeted Positions, 379.5 FY 91-92; Administratively Established Positions, 7 FY 91-92 (3 March 92, 4 May 92).

(2) Recruitment includes distribution of Job Opportunity Bulletins and placement of ad in Capital Weekly newspaper. Recruitment information not available 3/91 - 12/91.

UPDATE OF VACANCY STATUS REPORT

June 23, 1992

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
<u>BOARD MEMBERS</u>			
110-1245-002	Board Members	Ex. Secty II	Recruiting
110-5361-001	Board Members	Admin. Asst. I	Recruiting
<u>EXECUTIVE</u>			
100-1247-005	Executive	Ex. Secty I	Recruiting
100-7500-003	Executive	CEA I, Advisor	Recruiting
Legal Office			
120-5778-004	Legal	Staff Counsel	Recruiting
120-5795-001	Legal	Sr. Staff Counsel	Recruiting
<u>PLANNING & ASSISTANCE DIV.</u>			
Waste Gen & Env Rev Br.			
210-0757-801	Northern Section	WMS/AWMS	Recruiting
210-0758-006	Northern Section	AWMS	Recruiting
211-0752-001	Branch Admin.	Sup. WMS	Recruiting
Local Assistance Br.			
230-0759-002	Northern Section	Sr. WMS	Recruiting
230-1139-001	Northern Section	OT (Typing)	Recruiting
240-0757-803	Southern Section	WMS/AWMS	Vacant
240-0759-002	Southern Section	Sr. WMS	Recruiting
Markets Development Br.			
250-0752-001	Industrial Devel.	Sup. WMS	Vacant
251-0759-001	Industrial Devel.	Sr. WMS	Vacant
<u>PERMITTING & COMPLIANCE DIV.</u>			
300-5393-801	Admin.	AGPA	Recruiting
Compliance South Br.			
311-0758-805	Fullerton	WMS/AWMS	Recruiting
312-0759-001	Redlands	Sr. WMS	Recruiting
313-0757-801	Valencia	WMS/AWMS	Vacant
313-1139-002	Valencia	OT (Typing)	Recruiting

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
Compliance North Br. 321-1139-002		OT (Typing)	Vacant
Closure & Remediation Br 340-0757-801	Corrective Action	WMS/AWMS	Recruiting
340-3754-802	Corrective Action	EG/Assoc EG	Recruiting
345-3751-001	Corrective Action	Sr. EG	Recruiting
Permitting Branch 360-0759-002	Permits North	Sr. WMS	Recruiting
360-3786-801	Permits North	WME	Vacant
370-0757-807	Facility Review	WMS/AWMS	Recruiting
370-0759-001	Facility Review	Sr. WMS	Recruiting
380-0759-001	Permits South	Sr. WMS	Vacant
<u>LEGISLATION OFFICE</u>			
520-4800-001	Legislation	SSM I	Vacant
520-5393-701	Legislation	SSA/AGPA	Vacant
<u>STRATEGIC PLAN & POL. OFF.</u>			
530-7500-001	SPP Off.	CEA I	Committed
530-0758-002	SPP Off.	AWMS	Vacant
530-5393-001	SPP Off.	AGPA	Vacant LT6/93
530-5393-002	SPP Off.	AGPA	Vacant LT6/93
530-5393-706	SPP Off.	AGPA/SSA	Vacant
<u>PUBLIC AFFAIRS & EDUCATION OFF.</u>			
560-0758-001	PA & Ed Off.	AWMS	Recruiting LT6/93
560-4800-001	PA & Ed Off.	SSM I	Recruiting
560-5601-001	PA & Ed Off.	Info Off I(Spec)	Vacant
560-5595-001	PA & Ed Off.	Info Off II	Recruiting
560-1379-002	PA & Ed Off.	Off. Asst.	Recruiting
<u>ADMIN. & FINANCE DIV.</u>			
Administrative Services Br. 620-1139-002	Central Files	OT (Typing)	Committed
620-4801-001	Branch Admin	SSM II	Committed
630-1509-003	Business Serv.	Stock Clerk	Recruiting
Personnel Services Br. 640-5142-003	Personnel	Assoc Per Anal	Recruiting
640-5142-704	Personnel	Assoc Per Anal	.5 Recruiting

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
Information Mgmt Br.			
650-1579-005	EDP	Assoc Prog Anl	AE Recruiting
650-1579-006	EDP	Assoc Prog Anl	AE Recruiting
650-1579-007	EDP	Assoc Prog Anl	AE Recruiting
Financial Assistance Br.			
660-5794-001	Branch Admin	Res. Mgr II(Econ)	Recruiting
<u>RESEARCH & TECH. DIV.</u>			
800-5393-801	Division Admin	AGPA	Recruiting LT6/92
Risk Evaluation Br.			
816-3786-804	Special Waste	WME/AWME	Recruiting
816-3786-806	Special Waste	WME/AWME	Recruiting
Standards & Research Br.			
820-1139-001	Branch Admin	OT (Typing)	Recruiting
820-0752-001	Branch Admin	Sup. WMS	Recruiting
822-0757-801	Special Studies	WMS/AWMS	Vacant LT 6/92
823-0759-002	Research Serv.	Sr. WMS	Recruiting
823-0757-808	Research Serv.	WMS/AWMS	Recruiting
Technical Evaluation Br.			
831-3786-801	Transformation	WME/AWME	Recruiting
832-3790-001	Materials Recovery	Sr. WME	Committed
832-5731-002	Materials Recovery	RA II(Gen)	Vacant
876-0758-001	Materials Recovery	AWMS	Committed

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

ADMINISTRATION COMMITTEE

JULY 9, 1992

AGENDA ITEM 3

ITEM: Consideration of Interagency Agreement with the Board of Equalization for Collection of Tire Recycling Fees for Fiscal Year 1992-93.

BACKGROUND:

As a result of the California Tire Recycling Act (AB 1843), on or after July 1, 1990, every person who leaves tires for disposal with a seller of new or used tires shall pay a disposal fee of twenty-five cents (\$0.25) per tire to the seller. The seller may retain 10 percent of the fee as reimbursement for any costs associated with the collection of the fee and shall remit the remainder to the state quarterly for deposit in the California Tire Recycling Management Fund.

The California Integrated Waste Management Board, or its agent authorized pursuant to Public Resources Code (PRC) Section 42885 (b), shall be reimbursed for its costs of collection, auditing and refunds associated with the fund, but not to exceed 3 percent of the total annual revenue deposited in the fund.

The fees are due and payable quarterly on or before the fifteenth day following the end of each calendar quarter year.

Our current interagency agreement expires on June 30, 1992. Therefore, a new agreement is necessary for Fiscal Year 1992-93. Board staff has reviewed the proposed new agreement from the Board of Equalization. This contract cost on annual basis has been slightly reduced (from \$492,000 to \$471,000).

ANALYSIS:

In accordance with Section 42882 of the Public Resources Code, the Board of Equalization (BOE) agrees to collect the tire disposal fee imposed pursuant to Section 42885 of the Public Resources Code and to deposit all such fees collected in the California Tire Recycling Management Fund.

This agreement was awarded to BOE for the Fiscal Year 1991-92 and it will be expired June 30, 1992. BOE agrees to continue the program and this agreement needs to be renewed for Fiscal Year 1992-93. The amount of this agreement is \$471,000.

STAFF COMMENTS:

BOE costs under this agreement will be \$471,000 for the year and revenues are likely to be approximately \$3 million.

ATTACHMENTS:

1. Interagency Agreement

Prepared by : Dennis Meyers *DM*
Reviewed by : Bob Del Agostino *BD*
Legal Review: _____ *LD*

Phone 255-2265
Phone 255-2269
Date/Time 6-26-92

Interagency Agreement
Tire Recycling Management Program

1. In accordance with Section 42882 of the Public Resources Code, the Board of Equalization, hereinafter called B of E, agrees to continue the program to collect the tire disposal fee imposed pursuant to Section 42885 of the Public Resources Code and to deposit all such fees collected in the California Tire Recycling Management Fund.
2. The California Integrated Waste Management Board, hereinafter called CIWMB, is statutorily charged with the administration of the California Tire Recycling Management Fund. CIWMB is authorized to fund costs for administering the provisions of the California Tire Recycling Act (Part 3 of Division 30, Chapter 17, Public Resources Code) from the California Tire Recycling Management Fund.
3. In consideration of performance of the foregoing in a satisfactory manner, CIWMB agrees to pay B of E an amount equal to the latter's cost of performance hereunder from the California Tire Recycling Management Fund computed in accordance with Section 42885(b) of the Public Resources Code. CIWMB agrees to pay in arrears, upon receipt of an invoice in triplicate to the CIWMB, 8800 California Center Drive, Sacramento, CA 95826. Nothing herein contained shall preclude advance payment pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code.
4. CIWMB and B of E recognize that a benefit of this agreement is to provide additional resources to the B of E so that the B of E's ongoing General Fund Program can continue to operate on an uninterrupted basis while collecting revenues for the California Tire Recycling Management Fund.
5. CIWMB and B of E agree to cooperate fully in the exchange of information available to them individually which may be of use to the other in the administration of the California Tire Recycling Account. Each agency further agrees to interact and share information for the purpose of identifying seller's of new and used tires that should be paying tire disposal fees. This information shall be shared to the extent that the statutes permit.
6. In cases wherein hearings are held by B of E and testimony is provided by CIWMB regarding tire fees, a copy of the hearing record and the administrative decision on the case will be provided to CIWMB without charge within 15 days after the final determination.

7. The effective term of this agreement shall be July 1, 1992 through June 30, 1993, unless terminated sooner by mutual agreement of both parties. B of E will discontinue performing services pursuant to Section 42885(a) on or after July 1, 1993 unless a new contract is signed prior to June 30, 1993.
8. The total amount for this shall not exceed \$471,000.
9. The activities to be performed by B of E in so far as allowed by statute are to:
 - a. With regard to registering sellers of tires:
 - (1) Identify sellers of tires based upon related sales tax industry codes and/or sellers' voluntary identification as tire sellers;
 - (2) Assign an account number to each tire seller identified;
 - (3) Record the identity of each tire seller in a registration file using the seller's name, address and account number;
 - (4) Update the registration file to maintain current information.
 - b. Print, mail and receive returns, and conduct follow-up measures to obtain returns not filed;
 - c. Deposit money;
 - d. As to examining returns:
 - (1) Review returns for errors and late payments;
 - (2) Assess applicable penalty and interest on late returns;
 - (3) Assess applicable tax, penalty and interest on either partial remittance or no-remittance returns;
 - (4) Write to sellers regarding errors on the return;
 - (5) Collect any tax, penalty and interest not paid.
 - e. Issue determinations;
 - f. Provide refund information to CIWMB;
 - g. Store returns and related documents;

- h. Provide periodical reports to CIWMB regarding the amount collected.
- 10. B of E will bill and account for the revenue collection activities covered by this agreement on a modified accrual basis in accordance with the provisions of SAM; including, sections 8752 and 8752.1; including, but not limited to, the following:

<u>SECTION</u>	<u>TOPIC</u>
8200	Income - General
8210	Cash Basis during Fiscal Year
8290	Accrual of Income
8290.4	Accounts Receivable
10230	Basis of Accounting - Income

11. Mutual Cooperation Requirements

- a. The B of E and CIWMB agree to designate contact persons to have ongoing liaison responsibility for the activities required to carry out this agreement. Dennis Meyers at 255-2265 is designated by CIWMB as the contact person for this contract. E. V. Anderson is designated by B of E as the contact person for this contract.

- b. The CIWMB shall have the responsibility for setting policy regarding all matters that are not an administrative function of collecting the fees.

The CIWMB and B of E agree to notify each other on any proposed policies or procedures that will affect the other agency. The notification shall be in the form of a draft for the other's review. The reviewing agency shall have 20 working days from date of receipt of comment on the draft proposal prior to implementation of distribution.

- c. Disagreements between CIWMB and B of E on any provisions of this agreement shall be subject to discussion to achieve a resolution. The discussion shall be held between the CIWMB Executive Director and B of E Executive Director or their designee.
- d. Upon request from the B of E, the CIWMB shall provide a person(s) to attend or provide advice for B of E hearings regarding tire fees. The request shall be made in the form of written correspondence. Information that is to be provided by CIWMB either pre or post hearing shall be provided within a timely manner as to expedite all hearing matters.

12. This agreement may be amended in writing, and not otherwise, as mutually agreed by the parties hereto.
13. Contracting parties shall be subject to the examination and audit of the Auditor General for a period of three years after final payment under the agreement.
14. Since the agreement calls for an exchange of operational information CIWMB agrees to notify the B of E within thirty days of receipts of the information that is unacceptable. If B of E receives no such notification, it will assume that the information is acceptable.



